CM/ECF	Chapter II
Enternal Hands Code	Case Opening
External User's Guide	Section 1.4.5
U.S. Bankruptcy Court, Southern District of Florida	Declaration of Divisional Venue

## IV. File Declaration of Divisional Venue.

Cases in this district are assigned divisional venue based upon the address entered during the case opening process. File a Declaration of Divisional Venue to support a request to change the standard venue assignment.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.

**Enter the complete case number**. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

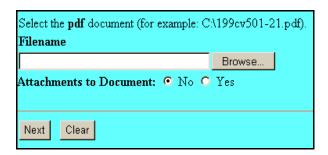
- STEP 4 **Verify the identity of the case**. If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Declaration of Divisional Venue**. Use the drop down list to locate and highlight the selection or click on the "d" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.

- STEP 7 The **PDF Document Selection** screen will display.
  - ◆ Click Browse to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select Open to view the image. Once verified, double-click the PDF file or click Open to select and associate it with the docket entry.
  - The **Attachments to Document** option defaults to **No.** Click **Next**.

## CM/ECF Case Opening External User's Guide U.S. Bankruptcy Court, Southern District of Florida Chapter II Case Opening Section 1.4.5 Declaration of Divisional Venue

**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "Attachments to Documents" for instructions on how to file attachments. Click **Next**.



CRITICAL ISSUE - The image MUST be viewed <u>before</u> attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.



STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Decket Text: Final Text
Declaration of Divisional Venue Filed by Debtor Betty Smith. (Cradic, Cam)

- STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** This is the verification that the document has been filed electronically.
  - The NEF will be served upon all case participants authorized to receive electronic service.
  - To view the court docket and/or notice, click on the case/docket number <a href="https://hypertext.ncbe/hypertext">hypertext</a> link and the system will prompt the user for a PACER login.